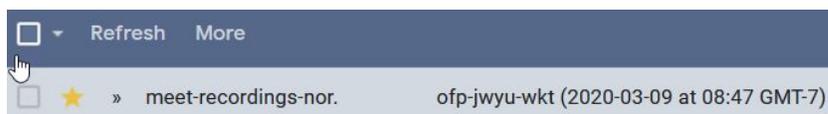


Play, Share, or Download a Recording in Google Drive

If you have recorded your Google Meet meeting, that recording is automatically produced and saved to your (the event organizer's) Google Drive folder (**My Drive > Meet Recordings folder**). It may take some time for this to happen, so please be patient.

Open **Drive**, locate the file in the **Meet Recordings** folder and double-click a recording file to play it.

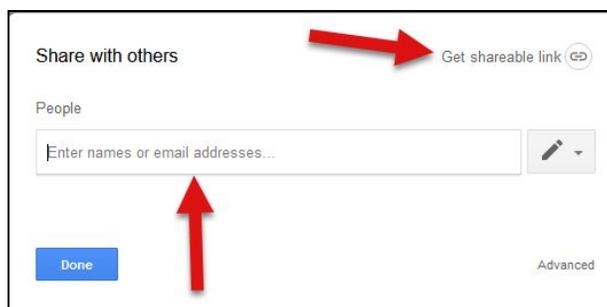


Select an option:

- To share a recording, **select the file** and **click the Share icon** in the toolbar. When a recording is shared with someone, a copy is placed in the **Shared with me** area of that person's drive.



- Enter a name or names in the text box and click **Done**. Or, click **Get shareable link** and paste the link in an email or chat message to people you want to share the video with.



- To download a recording to your computer, select the file, click the **three dot More icon** and then click **Download**. It will be saved on your computer, generally in the **Downloads folder**.

